

# Executive Senate Travel Request



Please provide your contact information and information about the conference or program.

<b>Name:</b>	<b>CWID:</b>
<b>Primary Phone:</b>	<b>Email:</b>
<b>Conference/Program:</b>	
<b>Date(s):</b>	<b>Location:</b>

Please provide a summary of all expenses for travel to this conference or program.

Category	Amount
Registration	\$
Airfare	\$
Lodging	\$
Transportation	\$
Mileage Reimbursement	\$
Other (please list):	\$
<b>Total Travel Expenses</b>	<b>\$</b>

**Will you be requesting/receiving funding from a CSUF department?** **YES** **NO**

If yes, please state 1) how much funding is being requested/has been received, 2) the department the funding is being requested/received from, and 3) if the funding has already been approved/the likelihood that it will be approved:

The requestor acknowledges that if funding from a CSUF department is received, they will need to submit all original receipts to that CSUF department for reimbursement. The requestor further acknowledges that they will complete all required pre-travel documentation before traveling and will, upon return, submit the required conference report to the council financial officer.

\_\_\_\_\_  
Student Requestor Signature Date

\_\_\_\_\_  
Financial Officer Signature Date

\_\_\_\_\_  
Council Advisor Signature Date

For council use only:

Council \_\_\_\_\_ Account \_\_\_\_\_ Approved Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_